

## **UNIT – IV**

### **CORRESPONDING**

#### **PERSONAL CORRESPONDENCE**

Communication skills are how we deliver and obtain information and communicate our thoughts and ideas with those around us. This section includes resources on effective word choice for job search documents, tailoring your documents for specific employers, how to conduct research on your potential employers, and job skills checklists. This section also includes links to job search document resources geared for entry-level and skilled assistant positions. After drafting and revising to make sure that we've communicated our ideas clearly and effectively, we can take time to make sure that our writing reflects that hard work that we've put into it. At the editing and proofreading stages of the writing process, we check our work to make sure that it's consistent, clear, and error-free. This resource covers a few basic strategies for editing and proofreading our work.

Compared to emails, personal correspondence is intended to give the reader a feeling of closer connection to the writer. Because personal letters take greater time and effort to write and send, they may carry more weight and be read with more care. This can create a variety of effects: a personal letter of complaint can serve to emphasize the level of disappointment, while a personal holiday letter can serve to emphasize the connection between the sender and their readers.

#### **ANALYZING SENTENCE STRUCTURE**

Writing can sound repetitive, and even unclear, if we do not vary our sentence structure enough. Typically, you should try to avoid series of very short or very long sentences; instead, try to make your sentences vary in length.

#### **EXERCISE FOR REVISION**

Taking your paper, or a peer's, highlight or underline every other sentence. After doing this for a paragraph, section, or page (whatever you have time for), look at the paper to get a visual sense of sentence length. If many of the sentences appear to be around the same length, try to shorten some or combine others to help vary the length.

## **READING ALOUD**

Reading a piece of writing out loud is an excellent way to check for repetition, find typos, and get a general sense of the flow of your paper. Though reading out loud might feel uncomfortable, it is a strategy that can help you see your paper in a new light, thus helping you to improve it considerably.

### **READING ALOUD EXERCISE**

Taking your paper, or a peer's, read out loud a paragraph, section, or page (whatever you have time for). When you find typos, errors, or parts that might need to be revised for other reasons, simply make a mark on the page (do not stop to correct it). After you have finished a segment of the paper, go back and make changes to the paper (or call the author's attention to the possible errors that you noted).

Another variation of this exercise is to read the paper backwards. You can read it backwards word by word or sentence by sentence to be able to focus on spelling issues and typos.

## **KEEPING A CHECKLIST**

If you know that you tend to have specific issues with your writing, keeping an editing or proofreading checklist is a good way to ensure that you've addressed all these issues before submitting your work for class or publication. A sample checklist might look like this:

- Verb tense
- Comma consistency
- Capitalization

### **CHECKLIST EXERCISE**

As you read through your paper, or a peer's, look specifically for the issues on the checklist. If commas are known to be a problem, look specifically at all the commas in the paper, checking the usage of each. Or, if you are looking for capitalization issues, ask yourself as you go through each word or sentence: "Is everything that is capitalized in this sentence supposed to be capitalized? Are any words missing capitalization?" Continue like this for each issue individually.

## WRITING LETTERS

### RULES FOR WRITING FORMAL LETTERS IN ENGLISH

In English there are a number of conventions that should be used when writing a formal or business letter. Furthermore, you try to write as simply and as clearly as possible, and not to make the letter longer than necessary. Remember not to use informal language like contractions.

#### **Addresses:**

##### **1) Your Address**

*The return address should be written in the top right-hand corner of the letter.*

##### **2) The Address of the person you are writing to**

*The inside address should be written on the left, starting below your address.*

#### **Date:**

*Different people put the date on different sides of the page. You can write this on the right or the left on the line after the address you are writing to. Write the month as a word.*

#### **Salutation or greeting:**

##### **1) Dear Sir or Madam,**

*If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.*

##### **2) Dear Mr Jenkins,**

*If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.*

#### **Ending a letter:**

##### **1) Yours faithfully**

*If you do not know the name of the person, end the letter this way.*

##### **2) Yours sincerely**

*If you know the name of the person, end the letter this way.*

##### **3) Your signature**

*Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name.*

## CONTENT OF A FORMAL LETTER

### First paragraph

The first paragraph should be short and state the purpose of the letter- to make an enquiry, complain, request something, etc. The paragraph or paragraphs in the middle of the letter should contain the relevant information behind the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organising it in a clear and logical manner rather than expanding too much.

### Last Paragraph

The last paragraph of a formal letter should state what action you expect the recipient to take- to refund, send you information, etc.

## ABBREVIATIONS USED IN LETTER WRITING

The following abbreviations are widely used in letters:

- **asap** = as soon as possible
- **cc** = carbon copy (when you send a copy of a letter to more than one person, you use this abbreviation to let them know)
- **enc.** = enclosure (when you include other papers with your letter)
- **pp** = per procuracionem (A Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc)
- **ps** = postscript (when you want to add something after you've finished and signed it)
- **pto (informal)** = please turn over (to make sure that the other person knows the letter continues on the other side of the page)
- **RSVP** = please reply

## OUTLINE: A COVERING LETTER

A covering letter is the one that accompanies your CV when you are applying for a job. Here is a fairly conventional plan for the layout of the paragraphs.

### *Opening Paragraph*

*Briefly identify yourself and the position you are applying for. Add how you found out about the vacancy.*

### *Paragraph 2*

*Give the reasons why you are interested in working for the company and why you wish to be considered for that particular post. State your relevant qualifications and experience, as well as your personal qualities that make you a suitable candidate.*

**Paragraph 3**

*Inform them that you have enclosed your current CV and add any further information that you think could help your case.*

**Closing Paragraph**

*Give your availability for interview, thank them for their consideration, restate your interest and close the letter.*

**OUTLINE: A LETTER OF ENQUIRY**

A letter of enquiry is when you are approaching a company speculatively, that is you are making an approach without their having advertised or announced a vacancy.

**Opening Paragraph**

*Introduce yourself briefly and give your reason for writing. Let them know of the kind of position you are seeking, why you are interested and how you heard about them.*

**Paragraph 2**

*Show why their company in particular interests you, mention your qualifications and experience along with any further details that might make them interested in seeing you.*

**Paragraph 3**

*Refer to your enclosed CV and draw their attention to any particularly important points you would like them to focus on in it.*

**Closing Paragraph**

*Thank them, explain your availability for interview and*